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United States
Department of
Agriculture

Agricultural
Research Service

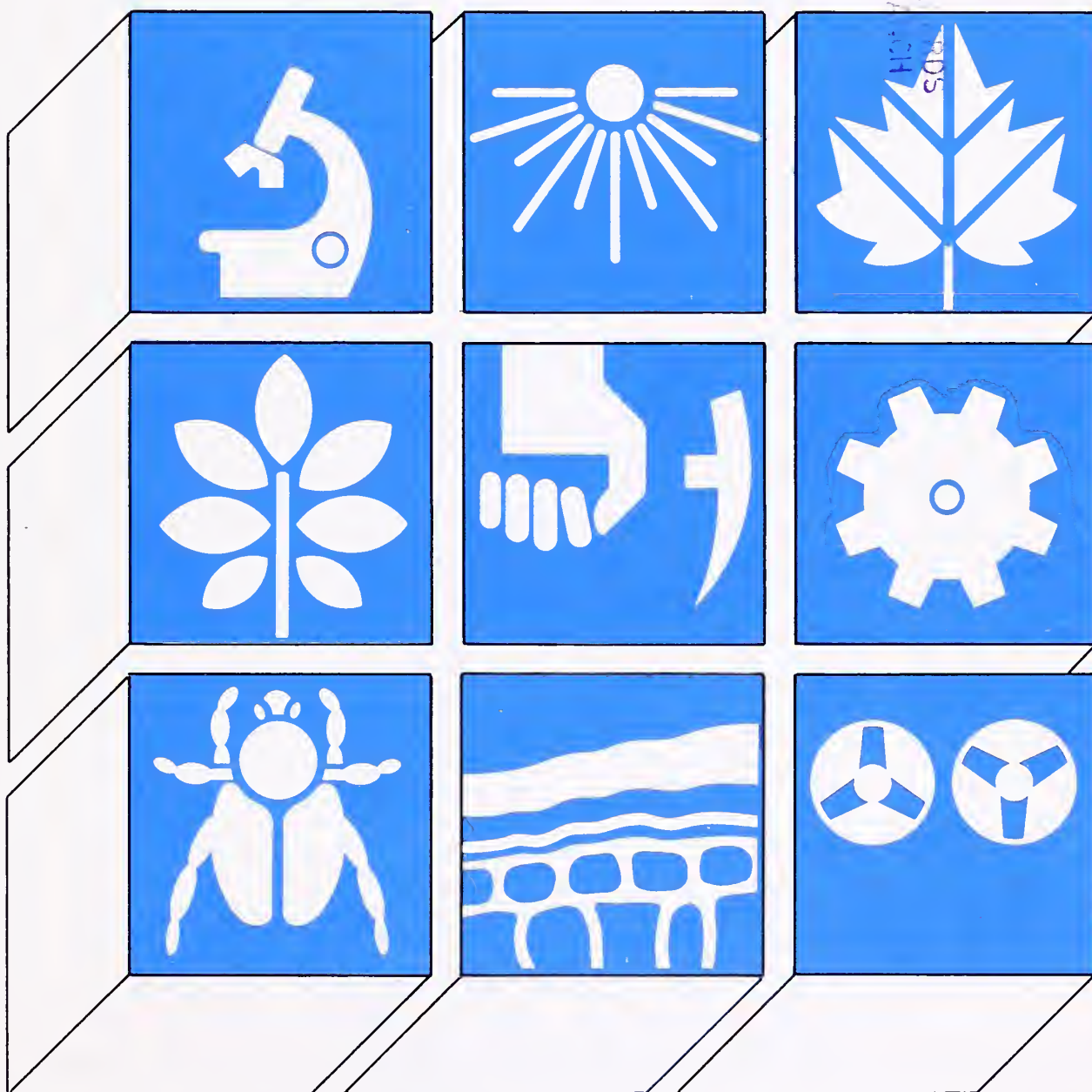
Program Aid 1310

Career Opportunities With the Agricultural Research Service

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An Equal Opportunity Employer

All appointments and promotions to positions in the Agricultural Research Service (ARS), U.S. Department of Agriculture (USDA), are based on competitive principles. This policy ensures that all persons who are qualified have an equal chance to obtain a position. Selections and promotions are based on merit, without regard to race, color, sex, marital status, religion, age, nondisqualifying physical handicap, national origin, political affiliation, or any other nonmerit consideration.

Qualifications for positions with ARS are determined by educational background, previous work experience, and, when appropriate, scores on examinations administered by the U.S. Office of Personnel Management or the employing agency. Examinations for some positions involve a written test.

The Agricultural Research Service is committed to improving the status of women and minorities in Government today. It needs and wants more qualified women and minorities in the ARS work force and is actively seeking such candidates to fill professional positions. Opportunities for entry into these positions have never been greater. There are promotion and development opportunities to further encourage advancement. We are striving for equality of opportunity through our Affirmative Action Programs, which include the Federal Women's Program, the Hispanic Employment Program, and the Placement Program for the Handicapped and Disabled Veterans.

Prepared by
Personnel Division,
Agricultural Research
Service

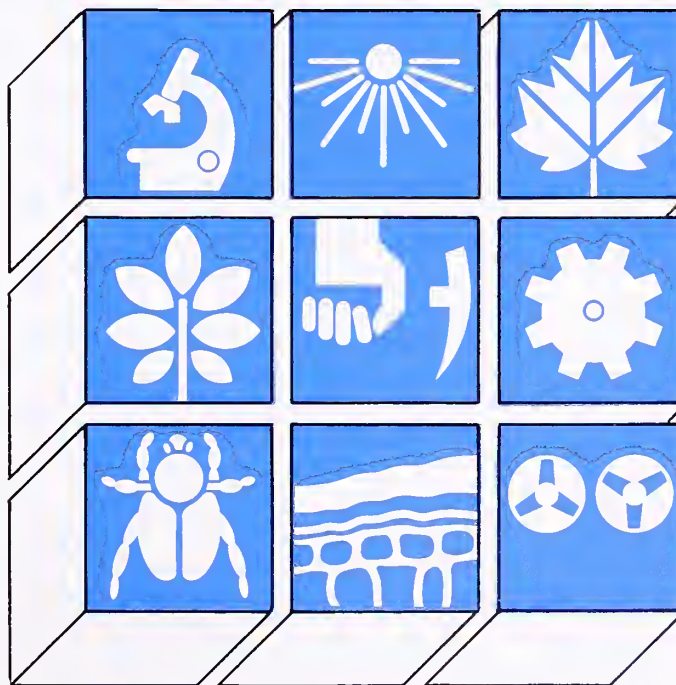
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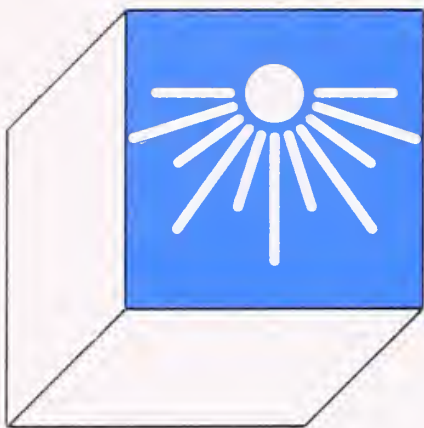
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Foreword

This booklet presents information about Federal careers and obtaining Federal employment within the U.S. Department of Agriculture, Agricultural Research Service (ARS). For the student, the booklet is intended as a reference for investigating the variety of career choices, particularly within agriculture, offered in today's Federal service.





Federal Job Information And the Hiring Process

Positions in the Federal career service and, thus, in the Agricultural Research Service are filled through the competitive merit system. Appointments are based on the applicant's ability to do the work as demonstrated in competition with others.

For one part of the career-service hiring process, the U. S. Office of Personnel Management (OPM) operates a network of area offices located in population centers throughout the country. These offices announce job opportunities and process applications from the general public. They maintain applicant inventories and eligibility lists and refer the best qualified candidates to Federal agencies who are seeking new employees. Announcements typically give brief

descriptions of the jobs available and their locations and pay rates, explain the experience or education needed, and whether a written test is required.

Federal Job Information Centers (FJIC's) of OPM are local offices that offer an information service on Federal employment opportunities, particularly in the immediate vicinity. For answers to your questions about Federal job opportunities, visit or write the Federal Job Information Center nearest you.

For the second part of the career system, individual agencies of the Federal Government may announce certain job opportunities and accept and process applications from the general public. Special examining units provide those services. ARS currently does its own hiring in the following fields:

1. Specialized USDA life science positions that are professional research positions, grades GS-9 through GS-15. These positions are advertised in a monthly vacancy listing which is mailed to most universities and all Federal Job Information Centers. Because of the cost involved, individual names cannot be added to the mailing list. Candidates must submit a separate, complete application for each vacancy for which they wish to apply.

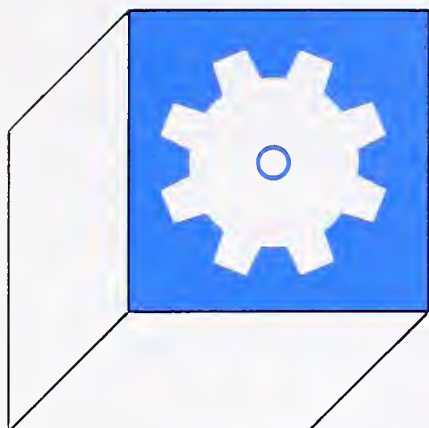
2. All senior-level positions (mostly positions at GS-13, 14, and 15) in ARS and three other closely related USDA organizations; managerial or technical staff positions for Biological Aids, Biological Technicians, Biological Laboratory Technicians, or Agricultural Research Technicians (GS-4,5,6,7,8, and 9) in ARS in Washington, D.C.,

West Virginia, Delaware, Maryland, New York (except Orient Point), and Pennsylvania (except Philadelphia); and positions for Nutritionist in ARS, GS-5 through 12. Positions are advertised on individual announcements sent to offices or organizations and will be posted at appropriate Federal Job Information Centers for varying lengths of time.

Inquiries should be directed to USDA, ARS Personnel Division, Personnel Operations Branch, Building 003, BARC-West, Beltsville, Md. 20705.

The U.S. Office of Personnel Management and the Agricultural Research Service invite you to call or visit before writing a letter or filling out an application for a job. They have trained professionals to assist you in securing appropriate job announcements, application forms, and pamphlets to help applicants through the proper procedures. Federal Job Information Centers and the Agricultural Research Service offices are open to serve you Mondays through Fridays, except legal holidays.

There also are a few *temporary* and *excepted* service positions in the Federal Government. Because they fill a unique need or are not expected to last for a long time, these positions are not filled through the career competitive examining process administered by OPM. This booklet provides information on some of these types of positions, which frequently include special employment programs reserved for students. An important difference in the treatment of the career versus the temporary or excepted service position is that ARS accepts all applications for the latter and selects successful candidates without going through the OPM or special examining units.



Job Listing By College Major

This is a listing of the major fields of study which are considered valuable background for employment in the U.S. Department of Agriculture. Under each study field or major, we have listed the types of positions that apply. Specialization within the major may be necessary for certain positions. The listings are simply representative of the types of jobs available.

Positions that particularly apply to the Agricultural Research Service are indicated by an asterisk. Employment projections for ARS for the current year are contained in a slip sheet accompanying this booklet.

Most College Majors

- *Administrative Assistant/Officer
- *Budget Analyst
- Computer Specialist
- Criminal Investigator
- Food Program Specialist
- Import Specialist
- Industrial Specialist
- Investigator (General)
- *Management Analyst
- *Personnel Specialist
- Public Information Specialist
- *Realty Specialist
- *Safety Officer
- *Supply Management Specialist
- *Writer and Editor

Accounting

- *Accountant
- Agricultural Marketing Specialist
- *Contract Negotiator
- *Economist
- Investigator (General)
- *Supply Management Specialist

Agriculture or Agricultural Services

- Agricultural Commodity Grader
- Agricultural Management Specialist
- Agricultural Marketing Specialist
- Agricultural Market Reporter
- *Agricultural Research Technician
- *Animal Scientist
- *Entomologist
- *Hydrologist
- *Plant Scientist (various specializations)
- *Range Conservationist/Scientist
- *Realty Specialist
- *Soil Conservationist
- *Wildlife Biologist

Architecture

- *Architect
- *Realty Specialist

Bacteriology

- *Microbiologist

Biology or Biological Sciences

- Agricultural Commodity Grader
- Agricultural Management Specialist
- *Animal Scientist
- *Biologist
- *Biological Laboratory Technician
- *Entomologist
- Environmentalist
- Geologist
- Medical Technologist
- *Microbiologist
- *Pharmacologist
- *Physiologist
- *Plant Scientist
- *Range Conservationist/Scientist
- *Statistician
- *Wildlife Biologist
- *Zoologist

Botany

- *Entomologist
- *Hydrologist
- *Plant Scientist
- *Range Scientist
- *Wildlife Biologist

Business Administration

- *Administrative Assistant/Officer
- Agricultural Commodity Grader
- Agricultural Marketing Specialist
- *Budget Analyst
- *Contract Negotiator
- Financial Institution Examiner
- *Industrial Relations Specialist
- Investigator (General)
- Loan Specialist
- *Personnel Specialist
- *Printing Specialist
- *Realty Specialist
- *Statistician
- *Supply Management Specialist

Chemistry

- Agricultural Commodity Grader
- *Chemist
- Compliance Investigator
- Forest Products Technologist
- *Geologist
- *Hydrologist
- Medical Technologist
- *Microbiologist
- Oceanographer
- Patent Examiner
- *Pharmacologist
- *Physical Science Technician
- Quality Assurance Specialist

Commercial Art

- *Illustrator
- *Printing Specialist
- *Visual Information Specialist

Dietetics

- Dietitian

Economics

Agricultural Commodity Grader
Agricultural Marketing Specialist
Agricultural Market Reporter
*Budget Analyst
*Industrial Relations Specialist
Investigator (General)
Loan Specialist
Operations Research Analyst
*Printing Specialist
*Statistician
*Supply Management Specialist

Education

Extension Specialist
*Statistician

Engineering

*Engineer (various branches)
*Engineering Technician
*Environmentalist
Forest Products Technologist
*Geologist
*Hydrologist
Patent Examiner
Quality Assurance Specialist
*Realty Specialist
*Statistician

English

*Printing Specialist
*Public Affairs Specialist/Officer
*Writer-Editor

Entomology

*Entomologist

Finance

Industrial Relations Specialist
Investigator (General)
Loan Specialist
*Realty Specialist

Fine Arts

*Illustrator
*Visual Information Specialist

Food Technology

Agricultural Commodity Grader
*Food Technologist

Forestry

Cartographer
Forester
Forest Products Technologist
Park Ranger
Realty Specialist

Geology

Geologist
*Hydrologist
*Realty Specialist

Home Economics

Agricultural Commodity Grader
Home Economist

Hydrology

*Hydrologist

Industrial Management

*Administrative Assistant
*Budget Analyst
*Industrial Relations Specialist
*Industrial Specialist
Investigator (general)
*Printing Specialist
*Supply Management Specialist

Journalism

*Writer-Editor
*Public Affairs Specialist/Officer

Landscape Architecture or Design

Landscape Architect

Law

Agricultural Marketing Specialist
Attorney
*Contract Negotiator
Criminal Investigator
Investigator (general)
Loan Specialist
*Realty Specialist
*Supply Management Specialist
Tax Law Specialist

Library Science

Librarian
Library Technician

Marketing

Agricultural Commodity Grader
Agricultural Marketing Specialist
Agricultural Market Reporter
*Contract Negotiator
*Statistician
*Supply Management Specialist

Mathematics

Agricultural Marketing Specialist
*Chemist
*Economist
*Geologist
Geophysicist
*Hydrologist
*Mathematician
Meteorologist
*Operations Research Analyst
*Statistician

Medicine

*Medical Officer (Physician)
*Pharmacologist
*Nutritionist

Microbiology

*Microbiologist

Nursing

Nurse

Operations Research

Operations Research Analyst

Pharmacology

*Pharmacologist

Physical Sciences

Cartographer
*Chemist
Environmentalist
*Hydrologist
*Patent Examiner
*Pharmacologist
*Physicist
*Physical Science Technician
*Statistician

Physics

- *Engineer
- Forest Products Technologist
- *Geologist
- *Hydrologist
- Meteorologist
- *Patent Examiner
- *Physicist

Physiology

- *Pharmacologist
- *Physiologist

Political Science

- *Administrative Assistant/Officer
- *Budget Analyst
- *Industrial Relations Specialist
- *Management Analyst
- *Personnel Specialist
- Sociologist

Psychology

- *Personnel Specialist
- Statistician

Public Administration

- *Administrative Assistant/Officer
- *Budget Analyst
- *Industrial Relations Specialist
- Investigator (general)
- *Personnel Specialist
- *Management Analyst

Range Management

- *Range Scientist

Social Sciences

- Investigator (general)
- *Personnel Specialist
- *Realty Specialist
- *Statistician

Sociology

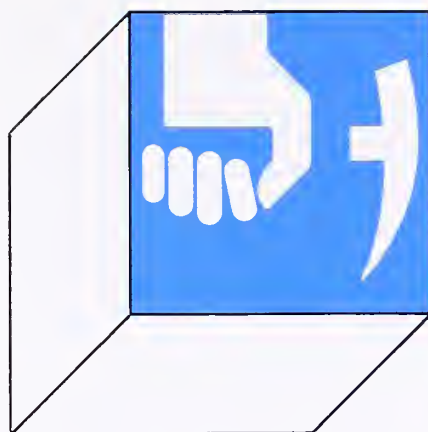
- *Personnel Specialist

Veterinary Medicine

- *Animal Scientist
- *Pharmacologist
- *Veterinary Medical Officer

Zoology

- *Entomologist
- *Physiologist
- *Wildlife Biologist
- *Zoologist



The Agricultural Research Service Technician

Many vacancies in ARS are for biological, physical science, and engineering technicians. Many applicants for these positions have bachelor's degrees, although this is not specifically required. Applicants with specific backgrounds in soil science; animal science; range science; microbiology; chemistry; biochemistry; plant science; chemical, agricultural, and civil engineering; and entomology have the best employment opportunities. Most of these positions are filled at the GS-4 or GS-5 level, with promotion potential to GS-7. In some instances, technicians can be promoted to grades as high as GS-11.

Technicians provide technical support and assistance to professional personnel engaged in scientific and technical work in the biological and agricultural sciences.

Biological technicians, biological laboratory technicians, and agricultural research technicians perform technical work in biological and agricultural laboratories, fields, greenhouses, and other experimental areas. Their work involves media preparation, plant propagation, specimen collection, harvesting, application of various treatments, data collection and processing, report preparation, and similar tasks.

Engineering technicians perform technical work in engineering research, development, design, or other engineering functions. Duties include testing materials and equipment; installing, calibrating, and operating laboratory and field equipment and instruments; compiling and processing data; and preparing technical reports, plans, specifications, and other related work.

Physical science technicians perform technical work in chemistry, physics, food science, and other related physical sciences. They assist professional employees by calibrating and operating measuring instruments, mixing solutions, making chemical analyses, setting up and operating test apparatus, and by compiling and processing data.

Experience requirements for technician grades are indicated below. General experience is that which has been acquired through routine work in a laboratory or field situation. Specialized experience is similar to that described in the section on the duties of each type of technician.

Grade	Years of general experience	Years of specialized experience	Years of total experience
GS-4	1½	½	2
GS-5	2	1	3
GS-7	2	3	5

Appropriate education above the high school level may be substituted for experience; course work must be related to the position. Two years of college study in an appropriate field may be substituted for the GS-4 experience requirements. Completion of all the requirements for a bachelor's degree in an appropriate field of study may be substituted for all experience required at the GS-5 level.



The Agricultural Research Service Scientist

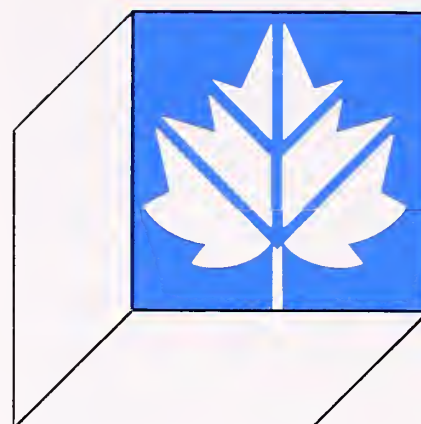
ARS currently employs about 2,800 professional scientists, representing 30 scientific disciplines, in grades GS-5 through GS-16. The most common professions represented are chemist, entomologist, soil scientist, plant physiologist, agronomist, agricultural engineer, plant pathologist, and geneticist. Other disciplines, including veterinarian, chemical engineer, food technologist, hydrologist, and mathematician, are represented to a lesser extent.

In general, the following combinations of education or experience *in the*

appropriate field are required to qualify for the grade level shown:

- GS-5 Four years of post high school education in a bachelor's degree program
- GS-7 Requirements for GS-5 plus 1 year of graduate education or 1 year of professional experience.
- GS-9 Requirements for GS-5 plus 2 years of graduate education, completion of all requirements for a master's degree, or 2 years of progressively responsible professional research experience.
- GS-11 Requirements for GS-5 plus 3 years of graduate education, completion of all requirements for a doctoral degree, or 3 years of progressively responsible professional research experience appropriate to the position being filled.

The majority of ARS scientists are hired at the GS-11 level or above and are recent Ph.D.'s in the biological and physical sciences. There are few GS-5 and 7 positions filled by applicants with bachelor's degrees. Opportunities for advancement beyond GS-11 without Ph.D. level education are limited.



Salaries And Benefits

Professional, administrative, technical, and clerical employees are paid under the General Schedule (GS) pay plan, a series of grades from 1 to 15 and steps within those grades from 1 to 10. A copy of the current GS salary scale is enclosed as part of this kit.

When hired, an individual is normally paid at the first step of the grade of the position. After a specific waiting period, he or she becomes eligible for a within-grade step increase. For example, a newly hired GS-5 receives pay at the GS-5, step 1, rate and 1 year later could be advanced to GS-5, step 2. The increase is based upon satisfactory performance of the required duties.

The waiting periods for within-grade increase eligibility are as follows:

- To steps 2,3 and 4— 52 weeks each
- To steps 5,6 and 7—104 weeks each
- To steps 8,9 and 10—156 weeks each

Annual pay rates are based on a 40-hour work week. Salaries of part-time employees are reduced in proportion to the number of hours

worked. Both full-time and part-time positions are available in ARS.

In addition to the periodic raises, each year the President signs an Executive Pay Adjustment, which is generally based upon the prevailing salaries paid by private industry nationwide.

Promotion, with accompanying pay increases, to higher GS levels can be based on an established target grade for the original position, or on a move to a different position rated at a higher grade level. Advancement opportunities are based upon the Merit Promotion Plan, which allows employees the opportunity to compete for higher grade level positions for which they become qualified.

All permanent and most temporary employees are entitled to annual (vacation) leave and sick leave. Annual leave is provided not only for vacations but also for time employees may request to be absent from their jobs for other reasons. These could include a few hours off to take care of personal business matters or to pick up or leave children at school. Sick leave is provided for medical and dental appointments as well as for periods of illness. Annual leave accrues at the rate of 4 hours per 2-week pay period during the first 3 years of Federal Government service, 6 hours per pay period during 4 to 15 years of service, and 8 hours per pay period after 15 years of service. Military service is credited toward the accrual rate. Employees receive 4 hours of sick leave per pay period regardless of length of service.

The Government contributes to the cost of an employee's health and life insurance policies and retirement program. Fringe benefits in Government jobs generally compare favorably with those in private industry.

Training Opportunities

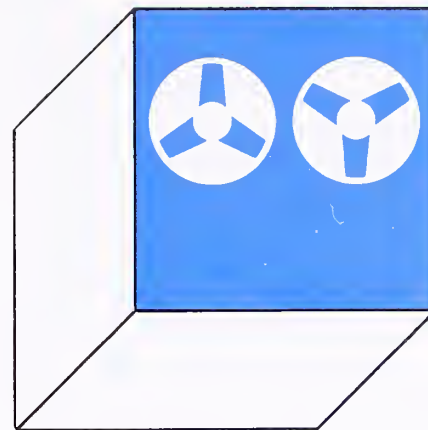
ARS encourages self-improvement for all employees. To support this, ARS offers training in fields that are, or will be, directly related to the performance of official duties by the employee. Such training may be in scientific, professional, technical, or administrative fields.

Programs similar to those offered by major universities for their professional employees are available to allow ARS employees to expand their areas of expertise. Scientists are also encouraged to participate in the professional societies and meetings appropriate to their fields.

Many ARS facilities are located at or near colleges and universities. This facilitates continuing education in out-of-service training programs.

In addition, other training programs are available to ARS employees. For example, the USDA Graduate School offers clerical, administrative, and management correspondence courses and day and evening courses. OPM conducts training in clerical, administrative, procurement, and management fields. Examples of OPM training include effective written communication, leadership dynamics, and fiscal procedures for Government operations.

Usually, ARS pays for the training and may allow employees to attend training on official work time, if the training is directly related to work assignments.



Application Procedures For Federal Jobs

OPM and the special examining units, as previously discussed, are the only offices that can accept applications for permanent positions under the normal Federal employment process. Opportunities to apply for positions are announced by OPM or ARS when vacancies are anticipated.

After an examination or position vacancy is announced, applications are accepted as long as the announcement is open. In most instances, the closing date for acceptance of application is stated in the announcement. Sometimes the closing date is not stated; public notice of

the closing date is given later. Under certain conditions, recently separated military personnel may apply after the closing date. Veterans should contact OPM for more information.

Applicants should apply only for positions for which they meet the experience, education, and physical requirements. A physical handicap will never disqualify an applicant so long as the applicant can do the work efficiently without hazard to himself or herself or others.

Only U.S. citizens may apply for competitive examinations.

Applicants should ensure that the announcement covers their desired geographic area. The same type of work in two different States may be covered by two different announcements.

If applicants indicate they will accept employment only in certain geographic locations, they will be considered for employment only in the areas they specify. Applications are normally accepted from students who expect to complete, within 9 months, courses that would enable them to meet the qualification requirements of

a specific position. The Federal job application form is Standard Form 171, Personal Qualifications Statement. This form and any supplemental forms required can be obtained at OPM offices, the ARS personnel office listed on the last page of this booklet, and some post offices. A copy of an applicant's college transcript may also be required as part of an application.

It is vital that job application forms be completed carefully and accurately. All important facts about education and experience must be included, since applications must be complete to receive employment consideration. If information is missing, OPM or ARS may contact the applicant, but this takes time and delays action. Ordinarily, applicants will be given only one opportunity to furnish additional information. If replies are not received promptly, the requesting office will assume the applicant is no longer interested, and no further employment consideration will be given.

Applicants will be considered only for positions at or above the minimum salary or grade indicated on their application as acceptable. Applicants will also be rated for the highest grade level for which they qualify. (See the General Schedule Salary Chart included with this booklet for grade and salary levels.)

Persons who apply under an announcement and meet the requirements are called "eligibles."

Eligibles will be notified of examination results (Notice of Rating form)

by the announcing office. The examination process is explained in the next section. Please note that "examination" does not necessarily mean a written test.

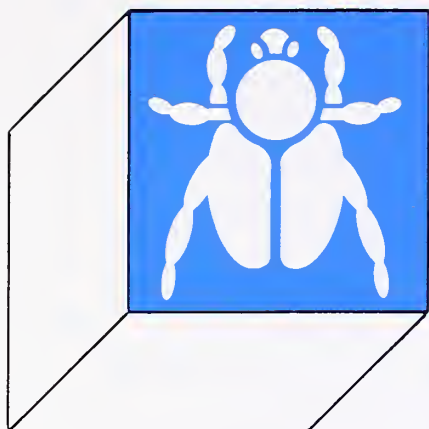
An eligible should notify the announcing office of any changes in address, name, availability, or other essential information. When doing so, be sure to give your full name, title of the announcement, and your date of birth.

As an eligible, your chance of getting a job depends on how high you stand on the list relative to other eligibles and to the number of jobs that Government agencies are filling from the list or the announcement.

In ARS, as in all Government agencies, the personnel office prepares and forwards to the person filling the job (the selecting official) a list of the eligible applicants. That person must choose from among the top three available candidates.

What happens if you are not selected? If you had filed for the position with OPM, that office will put your application on lists it sends to other agencies that are filling positions. If you had filed with a special examining unit, your application will not be returned to you.

Eligibles should respond promptly to any inquiry as to availability, personal interview, or job offer to receive full employment consideration.



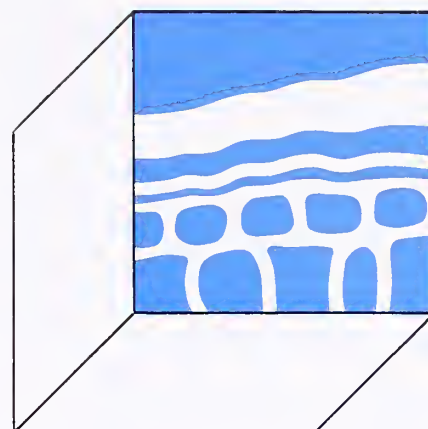
The Examination Process

A. Positions Not Requiring A Written Test

If your major is in a specialty listed below, you may apply for employment under a special announcement for the position. You will be rated for the position based on your education, experience, or background, as stated in your application. Applicants should ask for copies of job announcements and appropriate forms for filing from a college placement office, a Federal Job Information Center, or a special examining unit.

Accountant
Aerospace Technologist
Animal Scientist
Architect
Astronomer
Bacteriologist
Biological Technician
Biologist
Border Patrol Agent
Cartographer
Chemist
Correctional Officer

Engineer
Entomologist
Equipment Specialist
Estate Tax Examiner
Forester
Geodesist
Geophysicist
Hospital Administrator
Hydrologist
Illustrator
Internal Revenue Agent
Landscape Architect
Librarian
Manual Arts Therapist
Mathematician
Medical Record Librarian
Metallurgist
Meteorologist
Microbiologist
Nurse
Oceanographer
Occupational Therapist
Patent Examiner
Pharmacist
Physical Science Technician
Physicist
Physiologist
Plant Pest Control Inspector
Plant Quarantine Inspector
Plant Scientist
Prison Administrative Worker
Range Conservationist
Refuge Manager
Social Worker
Soil Conservationist/Scientist
Special Agent
Speech Pathologist and Audiologist
Statistician
Teacher
Therapist
Urban Planner
Veterinarian

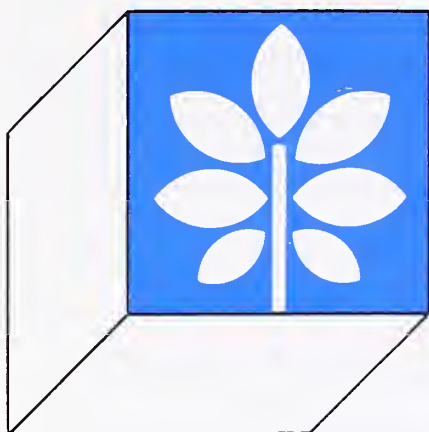


B. Certain Professional and Administrative Career Positions

There are certain positions that do not require a degree in any particular specialty. Generally, these positions will be filled through internal agency sources; reinstatement to Government service of individuals with civil service status; or with Federal employees being displaced from their positions through no fault of their own. If unable to fill the vacancies through existing resources, recruitment will be made through other means, as advertising the vacancies at OPM's Federal Job Information

Centers or at State Employment Service offices. Many positions of this type are listed below:

Adjudicating	Economist	Park Management
Administrative Officer	Education Research and Program Specialist	Passport and Visa Examining
Appraising and Assessing	Employee Development Specialist	Personnel Management
Agricultural and Fisheries Marketing Reporter	Facilities Management	Personnel Staffing
Agricultural Program Specialist	Financial Analysis	Position Classification
Air Traffic Control Specialist	Financial Institution Examining	Printing Management
Alcohol, Tobacco, and Firearms Inspection	Food Assistance Program Specialist	Production Control Specialist
Archeology	Foreign Affairs	Program Analysis
Archivist	General Accounting, Clerical, and Administrative	Property Disposal
Bond Sales Promotion	General Arts and Information	Psychology
Budgeting and Accounting	General Anthropology	Public Health Inspection
Budget Administration	General Business and Industry	Public Health Program Specialist
Building Management	General Claims Examining	Public Information
Cargo Scheduling	General Clerical and Administration	Public Utility Specialist
Civil Service Retirement Claims Examining	General Education and Training	Quality Assurance Specialist
Communications Management	General Investigation	Realty
Communications Specialist	General Transportation	Safety Management
Community Planning	Geography	Salary and Wage Administration
Computer Specialist (trainee)	Highway Safety Management	Security Administration
Contact Representative	History	Social Insurance Administration
Contractor Industrial Relations	Hospital Housekeeping Management	Social Insurance Claims Examiner
Criminal Investigation	Housing Management	Social Science
Crop Insurance Administration	Immigration Inspection	Social Services
Customs Inspection	Import Specialist	Sociology
Customs Marine Officer	Industrial Property Management	Supply Group
Digital Computer Systems Administration	Industrial Specialist	Tax Law Specialist
	Insurance Examining	Tax Technician
	Intelligence	Technical Information Services
	Internal Revenue Officer	Technical Writing and Editing
	International Relations	Trade Specialist
	Labor Management and Employee Relations	Traffic Management
	Labor Management Relations Examining	Transport Operations
	Legal Assistance	Transportation Loss and Damage Claims Examining
	Legal Clerical and Administrative Librarian	Unemployment Compensation Claims Examining
	Loan Specialist	Unemployment Insurance
	Logistics Management	Veterans Claims Examining
	Management Analysis	Vocational Rehabilitation Counselors
	Manpower Development	Wage and Compliance Specialist
	Manpower Research and Analysis	Wage and Hour Law Administration
	Museum Curator	Workers Compensation Claims Examining
	Occupational Analysis	Writing and Editing
	Outdoor Recreation Planner	



Special Employment Programs

OPM and other Federal agencies including ARS actively participate in a few special programs offering employment to students. These special student-related employment programs are:

1. The Presidential Management Intern Program
2. The Youth Work Experience Program
3. Cooperative Education
 - (a) High School Students
 - (b) Associate-Degree Students
 - (c) Baccalaureate-Degree Students
 - (d) Graduate Students
4. The Faculty Fellowship Program
5. Veteran Readjustment Act
6. College Work Study
7. Selective Placement Programs

1. The Presidential Management Intern Program

Under this program, up to 200 outstanding graduate students in public management enter ARS and other parts of Federal service for 2- to 3-year internships. These interns represent the highest caliber students of their schools. They are expected to possess a personal commitment to excellence, exceptional ability and

achievement, strong leadership qualities, and demonstrated interest in a public service management career.

By drawing participants from the diverse student population of the country's graduate schools of public management, the program creates a continuing source of highly trained and qualified men and women from a variety of social and cultural backgrounds to meet the challenges of governmental management.

The Presidential Management Intern Program provides for appointments to developmental positions throughout the executive branch of the Federal Government. Interns are expected to apply the special skills they have acquired in graduate school and through any previous employment. Upon the successful completion of their internships, participants may have their status converted to a career-conditional appointment. Interns work at headquarters, regional offices, and other field installations. The work of interns falls into such categories as program planning and evaluation, policy analysis, financial management, labor relations, personnel management, program/management analysis, and administrative and management services. Specific work assignments are based on the needs of the particular agency and the interests and capabilities of the interns.

Interns, for example, might work on an agency's budget request and justification, write speeches, review proposed legislation, answer congressional inquiries, draft reports, or analyze organizational patterns and structures. Assignments involve significant work on pending issues in such program areas as natural resources, community and human development, and intergovernmental relations, and demand flexibility, a willingness to work hard, and the capacity to learn quickly.

A distinguishing feature of the intern program is its educational aspect. Participants attend orientation sessions at the beginning of their assignments and special seminars and training programs throughout their internships. It is expected that agencies will prepare career development plans for each intern. In addition, career counseling will be made available.

General Information

Eligibility: Persons enrolled in graduate schools who will be receiving advanced degrees with a concentration in public management during the academic year are eligible to apply for the program.

Application Process: Application forms are available from the deans of graduate schools offering degrees in public management or from OPM. Students interested in being considered for the program *must* be nominated by the deans of their school. Applications, therefore, should be submitted to the deans, *not* to OPM. The number of nominations from any one school is limited.

Selection: Nominations will be submitted to OPM, which will schedule regional screening panels to interview candidates. Panels will be composed of representatives from public agencies and other individuals concerned with improved public management. OPM will select the finalists.

Placement: Finalists will be referred to several Federal agencies for placement. Preferences as to agencies, geographical locations, and occupational fields will be honored to the extent feasible. Offers of employment will be made by the agencies.

Pay and Benefits: Initial appointments will be made at grade GS-9. Interns may receive career promotions in accordance with existing promotion guidelines. Interns will also be eligible to participate in such benefit programs as health and life insurance and the Federal retirement system.

For Further Information: For application forms and further information on the Presidential Management Intern Program, contact the dean of your graduate school of public management or OPM's Bureau of Intergovernmental Personnel Programs, 1900 E Street, N.W., Washington, D.C. 20415.

2. The Youth Work Experience Program

Everyone feels the need to belong, to be of real value to others, and to be recognized as a useful person. The fulfillment of this human desire is especially urgent for those needy youth in America who often view their own lives as pointless and hopeless.

As an employer, the Federal Government is well aware of this problem and has taken steps to alleviate it.

The youth work experience programs described in this publication are designed to assist young people, at least 16 years of age, to gain work experience and to learn what will be required of them later when they seek full-time employment. As members of the Agricultural Research Service or other parts of the Federal work force, these youths make significant contributions. They are also able to use their

salaries to supplement their family incomes, which is often necessary if they are to return to or continue their formal educations. Perhaps most important of all, they can participate in the affairs of Government and test themselves as working and achieving young adults.

The opportunity for substantial numbers of needy young people to obtain summer work experience with the Federal Government as an employer was first initiated in the spring of 1965. Since that time, the Federal Employment Program for Youth (also known as Summer Aid Program) has grown dramatically. Employees under this program are paid at the Federal minimum wage rate established by the Fair Labor Standards Act.

Agencies are asked to provide meaningful work assignments, as opposed to "make-work" jobs. The result is that most often the youths are employed as aids in a variety of occupational fields. They are able to visualize widening opportunities for their futures as they are exposed to the challenges of our society. In addition, the agencies emphasize special activities which provide the participants with a well-balanced summer employment experience. Orientation programs, job-related training, and cultural enrichment opportunities have all proved to be effective supplements to job assignments.

Individuals selected for this program must first be certified as eligible by an office of the State employment service in their local communities. Preference is given to those youths whose family incomes are at or near the poverty level. No specific knowledge or skill is required.

Every effort is made to place applicants in work assignments commensurate with their interests and

abilities. Past work history and the availability of adequate transportation to the job site are among the other factors considered before placement.

Referrals of summer aids are normally made by local offices of the State Employment Service in the spring of each year. However, appropriate school officials and other neighborhood workers may assist in the recruitment of youths who would qualify as summer employees of the Federal Government.

Work activity under the Federal Summer Employment Program for Youth is scheduled for the period May 13 through September 30 of each year.

The primary goal of the second youth work experience program, known as the "Stay-in-School Program," is to give needy students a chance to work part time in Federal agencies, thus allowing them to continue their educations without interruption caused by financial pressures.

Young people, at least 16 years of age, who are enrolled as students in an accredited secondary school or institution of higher learning, not above the baccalaureate level, and who meet the financial need criteria of the program, are permitted to work up to 20 hours a week during the school year and 40 hours a week during vacation periods. The work assignments are varied. Some agencies, because of the nature of their operations, are able to employ youths at times other than the customary working hours.

It is important in all instances, that youths appointed as part of this program are, in the opinions of their school counselors and principals, capable of maintaining an acceptable academic standard in their school work.

When suitable job openings are available in Federal agencies, local offices of the State Employment Service, as well as student financial aid officers, guidance counselors, and

appropriate faculty members, refer applicants for these jobs. Appointments can be made any time during the year, except for the period May 13 through August 31 (when summer jobs are filled as a result of either a summer employment examination or other agency programs). However, employment of students already working before May 13 may be continued throughout the summer months.

The regular rate of pay for participants in this program is fixed by the employing agency, based upon the duties assigned and the expected level of performance. No student will be paid less than the Federal minimum wage established by the Fair Labor Standards Act.

Additional information about these Federal employment programs for needy youths may be obtained from the local offices of the State Employment Service or the nearest Federal Job Information Center.

3. Federal Junior Fellowship Program

The Federal Junior Fellowship Program puts the “earn-as-you-learn” concept into practice. It gives eligible students an opportunity to earn money needed for college, as well as a chance to learn about their chosen careers through related work experiences. At the same time, it provides ARS with highly motivated and productive part-time employees who develop into highly qualified candidates for permanent Federal employment. Junior Fellows work during summers and vacation periods while in college but not while school is in session. As skills and abilities increase, students are given progressively responsible duties. Upon completion of college studies, they are ready for continuing Federal employment and are eligible for permanent positions.

To be considered for the program a student must:

- Be a graduating senior in an accredited public or private high school.
- Be in the upper 10 percent or, in graduating classes of less than 50, rank among the top 5.
- Need earnings from employment to help meet college expenses. (Selections to the program are based on financial need and family income.)
- Be accepted for full-time enrollment in a baccalaureate curriculum at an accredited institution of higher learning.
- Be interested in pursuing a Federal career after graduating from college.
- Be a U.S. citizen at the time of appointment.

When ARS expects to have openings for Junior Fellows, application forms and other informational materials are sent to local high schools (usually in early spring). Each school then designates a coordinator (usually a guidance counselor) who informs the senior class of the openings. Since all candidates for the Junior Fellowship Program must be nominated by their school, students should contact their coordinators to apply. Schools choose their nominees from students who express interest in the program. Chances of referral depend upon the students’ academic area and the extent of their financial need.

ARS will contact several high schools for each opening. Thus, once a student has been nominated, he/she will be competing with other nominees from schools in the same local area.

Junior Fellows are appointed at the GS-2 grade level. After successfully completing one academic year of college study and as long as the work is satisfactory, they are eligible for

and may be promoted to the GS-3 grade level. At the end of 2 years of academic study, students are eligible for the GS-4 level. After completion of three-fourths of their academic study, students may be eligible for the GS-5 level.

Students must attend college on a full-time basis and complete all requirements for graduation within 5 years. They are expected to work a minimum of 32 weeks before completing requirements for graduation. Students may work during any extended college vacation periods that are part of the school calendar (that is summer, Christmas, and spring breaks). The first work assignment begins in the summer after graduation from high school.

Junior Fellows are assigned to work with professional, technical, or administrative employees in fields related as closely as possible to their educational objectives. Every effort is made to give students training and practical work experience for developing competence in their occupation by the time they graduate from college.

4. Cooperative Education Programs

Cooperative education was initiated in the early 1900’s as a means of strengthening student learning by alternating classroom work with study-related employment in the public and private sectors. For the student, it is a means of earning and learning. For the college sponsoring a co-op program, it is a means of strengthening the education process. For the employer, it is an effective recruitment and low-cost training method.

Federal agencies, including USDA’s Agricultural Research Service, utilize cooperative education programs primarily to identify and prepare students for career appointments after graduation. Many students are selected because they are studying in fields related to occupations in which there is a shortage of candidates.

Federal agencies that have had substantial and extensive experience in employing cooperative education students give the program a high overall assessment. Among the values cited are:

- The chance to review work performance of students before selecting them for entry-level positions.
- A viable and cost-effective tool in recruiting for hard-to-fill positions, especially in engineering and accounting.
- The feed-in of new findings and theories from the educational environment.
- The encouragement of women to secure jobs usually held by men.
- The program's effectiveness in the recruitment of minority candidates.
- The relatively low cost and high effectiveness of training co-op students compared with that of training newly employed graduates at higher grade levels.

Detailed information on requirements for establishing or utilizing the Federal cooperative education programs at any level (high-school through graduate school) may be obtained by contacting the nearest Federal Job Information Center or OPM, Room 247, 1900 E Street, N.W., Washington, D.C. 20415, or the ARS Personnel Office listed on the last page of this booklet.

Students interested in employment under the cooperative education program should contact the program coordinator or placement counselor at their respective schools. Cooperative education programs may be established in four categories:

- A. High School
- B. Associate-Degree Students in Two-Year Educational Institution
- C. Baccalaureate-Degree Students in Four-Year Institution
- D. Graduate Students

A. High School

Relatively few agencies at this time have cooperative education programs at the high school level. However, the Agricultural Research Service is aware of the need to interest women and minority students in the physical and life sciences when they are in high school and junior high school. Get in touch with the ARS Personnel Office listed on the last page of this booklet to find out about the status of the program in ARS.

B. Two-Year College Programs

Students who are working toward associate degrees in community and junior colleges or qualifying technical institutes are eligible for a cooperative program at this level. The general rules that apply are as follows:

1. There must be a signed agreement between the school and ARS that provides for the student's pursuit of an occupational field by combining periods of study with periods of study-related paid employment.
2. Students must be in full-time attendance at the educational institution (usually 12 hours per semester or the equivalent), must be enrolled in a qualifying cooperative education program, and must be recommended for employment by the appropriate officials at the educational institution.
3. A student's work assignments must be closely related to his or her major field of study.
4. The student must complete course requirements for graduation in 2½ years and, before graduation, must work a total at least 26 weeks (1,040 hours) to be eligible for non-competitive conversion to a permanent appointment upon graduation. ARS and the school determine the number of separate work periods needed to meet these requirements. Work periods are usually at least 60 calendar days long and are designed to correspond to a semester or quarter. The work cannot be scheduled entirely during summer or school vacations. Work may be scheduled on

a full-time or part-time basis. Students cannot work more than 1,300 hours during any 12-month period.

5. Costs of students travel to their first duty station generally will not be paid.

C. Cooperative Education for Baccalaureate-Degree Students

Students working toward a bachelor's degree at an accredited college or university can participate in a cooperative education program. All occupations within ARS are included.

Requirements for the 4-year student are basically the same as those listed for the 2-year student with the following exceptions:

1. The student may complete the minimum work required (26 weeks or 1,040 hours) during 4 years of study.
2. At least two separate work periods with ARS, interspersed with full-time academic study, must be completed before graduation.
3. One complete work period must be completed during the first year a student is on ARS's rolls. The one work period must be within 18 months of the student's expected graduation date.
4. The student must maintain at least a 2.00 grade point average on a 4.00 scale or an average grade of C.
5. When an institution's degree program requires extended or multiple-work periods, students may expand the 1,300 hours service restriction to 2,600 hours over a 24-month period.

D. Cooperative Education for Graduate Students

Requirements for students in a cooperative education program at the graduate level are similar to those for the 2- or 4-year college student with the following exceptions:

1. A total equivalent to 16 weeks of full-time employment in pay status must be completed, with 1,300 hours being the maximum number a student may work during a 12-month period.

2. Requirements for the master's degree must be completed within 30 months. Requirements for the Ph.D. degree must be completed within 42 months after entering graduate school.

3. The cooperative work period generally will not occur while the student is taking course work full time.

4. The work period may be continuous or in periods separated by periods of full-time academic study.

5. The Faculty Fellowship Program

The Faculty Fellowship Program makes it possible for bonafide members of the faculty of an accredited college or university to work for periods of 2 to 3 months in Federal agencies. These appointments can be useful to the agency by bringing in faculty members who learn about Federal programs and who then counsel students better regarding career goals and requirements. No written test is required.

In the Agricultural Research Service, faculty fellowship appointments have usually been made for summer periods, but there is no requirement which precludes their use at other times. Such appointments have been useful in furthering affirmative action goals through the appointment of women and minorities.

Application on Standard Form 171 may be submitted directly to the ARS personnel office listed on the last page of this booklet.

Other faculty placement programs throughout the Government include:

1. American Assembly of Collegiate Schools of Business, *Federal Faculty Fellowship Program in Business and Administration*
2. The American Association for the Advancement of Science *Congressional Scientist-Fellow Program*
3. American Council on Education *Congressional Fellowship Program*
4. American Political Science Association *Congressional Fellowship Program*
5. American Society for Engineering Education (in cooperation with the National Aeronautics and Space Administration) *Summer Faculty Fellowships*
6. The Brookings Institution *Economic Policy Fellowship Program*
7. Energy Research and Development Administration *Special Faculty Research Program*
8. National Association of Schools of Public Affairs and Administration *Faculty Fellows Program*
9. National Research Council *Postdoctoral Research Associateships*
10. National Science Foundation *Postdoctoral Energy-Related Fellowships*
11. National Science Foundation *Scholars-in-Residence*
12. National Urban League *Summer Fellowship Program*
13. President's Commission on White House Fellowships *The White House Fellows Program*
14. Smithsonian Institution *Smithsonian Opportunities for Research and Study in History, Art and Science*

15. U.S. Department of Health and Human Services *Fellows Program*

16. U.S. Department of Education *Fellows Program*

17. U.S. Department of Justice, Law Enforcement Assistance Administration *Visiting Fellowship Program*

18. U.S. General Accounting Office *Faculty Fellowship Program*

19. The Woodrow Wilson International Center for Scholars

6. Veterans' Readjustment Act (VRA) Appointment

For appointment under this program, an applicant must be a Vietnam era veteran (those with service between August 5, 1964, and May 7, 1975) discharged under other than a dishonorable discharge. The veteran must have completed no more than 2 years of education beyond graduation from high school (or equivalent) and must agree to participate in an educational or on-the-job training program designed to help attain career goals. The education restriction is waived for veterans with compensations and veterans discharged because of service-connected disabilities. Appointments are made at grade GS-7 or equivalent and below. Persons eligible or interested in this type of appointment may apply directly to the ARS Personnel Office listed on the last page of this booklet.

VRA appointees are eligible for permanent Government positions after 2 years of satisfactory performance.

7. College Work Study Program

This program is designed to provide part-time work for students with demonstrated financial need. The program is operated by grants made to certain colleges by the Department of Education.

Placement is done in cooperation with college placement offices. Students must be enrolled at an institution on at least a half-time basis and must meet citizenship requirements. Pay varies with the college. Students should check with their local college or university about programs in their schools.

These appointments do not lead to permanent Government positions.

8. Selective Placement Programs

These programs are designed to assist handicapped individuals in obtaining and retaining employment consistent with their level of skills and abilities and their capacity for safe and efficient job performances. ARS is committed to providing equal opportunities to handicapped individuals through its recruitment efforts.

a. Unpaid Work Experience Program — This program is designed to provide unpaid work experience for clients of State vocational rehabilitation agencies and disabled veteran clients of the Veterans Administration. The rehabilitation agency inspects the work site for conformance to safety standards. A working agreement is then established and the handicapped person is placed in a temporary job. Payment for the work experience program is provided directly to the individual by the rehabilitation agency.

b. Special Employment Authorities — In addition to the unpaid work experience program, ARS has authority to employ severely physically handicapped or mentally retarded persons who have demonstrated their ability to perform the duties of the position satisfactorily on a temporary basis or who are certified by counselors of a rehabilitation agency as likely to succeed in performing the duties. Handicapped persons who are interested in a position in ARS should contact the ARS personnel office listed on the last page of this booklet or have the sponsoring rehabilitation agency do so.

Other Agricultural Employment

Although agriculture is one of the largest industries in the United States, the number of persons employed in agricultural positions is small compared with the total civilian work force. However, additional employment opportunities are created as national and international priorities shift to meet the increasing need for food and fiber. ARS and other organizations share the responsibility for meeting this need.

Information on opportunities for agricultural workers in the Federal Government is available in "The Federal Career Directory," which may be found in local libraries.

In addition to Federal Agencies, agricultural work is performed by State agencies; universities; colleges; private agricultural business, such as chemical and seed companies; and industry-supported cooperatives. An excellent source of information on agriculture careers is "Occupational Outlook" published by the U.S. Department of Labor. Copies of this publication may be available in school or local libraries or can be purchased from the U.S. Government Printing Office.

Address Of ARS Personnel Office

USDA-ARS
Personnel Division
Personnel Operations Branch
Building 003, BARC-W
Beltsville, Md. 20705

